

## Sample Child Care Policies

***\*These sample policies should be revised to make them fit your specific situation. They should NOT be copied and used without making appropriate changes. Paths to QUALITY Level 2 and 3 requirements for contract and policies are met in these sample policies. However, additional policies for your specific child care may be added.***

### Open Door Policy

Parents are welcome in our program at any time their children are present. Custody orders should be provided if non-custodial parent should not have access.

### Parent Responsibilities

Parents agree to notify the provider of any changes in the child's routine. A signed contract as well as the child's application, birth certificate, immunization record/physical and field trip permission form are required prior to enrollment. Weather permitting, children go outside on a daily basis and must be dressed appropriately.

Parents will need to supply the following:

A clean change of clothes	Swimming suit in summer
Diapers, if needed	Snow pants, boots, hat and gloves in winter
Bottles and formula, if needed	Sleep sack for child under one year / blanket for nap time for older children

### Inclusion Policy

We will work with parents to make adaptations to the activities and environment to assist children with special needs. If children need special services, open communication will be maintained with parents and service providers, including school programs. If desired, service providers are welcome to come to our child care to serve your child.

### Authorization for Pick-up

Persons who may pick-up your child should be listed on the application form. If for some reason, you need to have someone else pick them up, please inform us before they come. If we do not know the person, we will always ask to see an ID so please let them know this will be required.

### Family or Provider Vacation

I will take one week of paid (or unpaid) vacation each year. Parents will be notified 30-60 days in advance of vacation. Parents are responsible for securing care during this time. If families go on vacation they are responsible to pay child care fees while the child is gone.

### Holidays

The child care will be closed on the following holidays: New Year's Day, Memorial Day, 4<sup>th</sup> of July, Labor Day, Thanksgiving, day after Thanksgiving, and Christmas Day. Payment will be expected as usual for these holidays.

## **Parent Conferences and Parent Evaluations**

We will conduct parent conferences on an annual basis. At that time your child's development will be discussed and we will set goals together for working with your child. Parents will also complete annual evaluations on our child care services. This feedback will be used to improve our services to you.

## **Discipline Policy**

Our Child Care uses strategies that allow the child to take responsibility for his/her actions. In addition, we focus on teaching children appropriate behavior. We do not use time out or threats or bribes as we would want to teach appropriate behavior rather than punish which is not a teaching strategy. We focus on showing children how to interact socially and continually emphasize appropriate boundaries.

We expect children to be respectful of themselves, others, and the materials in the environment. If your child continually exhibits challenging behavior, we will call you and discuss the issue with you and your child. We will not discuss problems in front of other children or parents. Physical punishment will not be used, even if requested by the parent.

## **Transportation and Field Trips**

Our child care does not provide transportation to school or other extra-curricular activities. Occasionally we take field trips and parents are always invited to participate. If children are transported for field trips, you will always know prior to that day. Children always will be restrained in age/weight appropriate car seats and seat belts. We have automobile insurance that covers transportation of children for our child care business. We will always have a licensed and insured driver provide transportation. You will need to sign a consent form prior to each trip.

## **Child or Provider Illness**

We will care for a sick child only if the child's illness is minor and not contagious. Fevers over 101, vomiting, diarrhea and communicable diseases are reasons your child should not come to child care. If a child becomes very ill, we expect the parent to pick up her/him as soon as possible. If your child misses a day at the child care, the fee remains the same.

If I get sick and the day care needs to be closed for more than a day, parents do not need to pay. Parents should always be prepared with a back-up plan. *(If there is an assistant, the child care will remain open even if I am sick.)*

## **Medication**

Only medication brought in the original container with the child's name on it will be administered. Parents must sign a form giving permission to administer medication each day it is to be given. Medication will only be given according directions on the medication container.

## **Abuse and Neglect**

We are required by law to report any suspected abuse or neglect of a child. It is our goal to work with you to keep your child safe at all times.

## Emergency Plan

### Sudden Provider Illness or Injury

If I should get seriously injured or become seriously ill, \_\_\_\_\_ who is my \_\_\_\_\_ (friend, neighbor, relative) at ph no. \_\_\_\_\_ will be called to come to the child care immediately. She will notify parents to come and pick-up their children as soon as possible. She will not care for the children but will only stay as long as it takes for the parents to arrive. The children's records are located in the top drawer of the file cabinet in the child care room. Parents are responsible to find alternate child care in the event of an emergency.

### Sudden Illness or Injury of Child

If a child should need immediate medical assistance, I will contact 911 and the child will be transported by ambulance to the hospital. I will immediately contact the parents of the injured or ill child to let them know of their child's condition.

### Fire Evacuation and Severe Storm Plan

Fire drills are practiced every month. In the event of a fire, children will be evacuated from the house and will meet at \_\_\_\_\_. To maintain a safe environment, working smoke detectors and fire extinguishers are also located in the child care rooms. In the event of a severe storm, we will gather in the \_\_\_\_\_ (hallway, bathroom, and basement).

\_\_\_\_\_ Parent or guardian signature \_\_\_\_\_ Date

\_\_\_\_\_ printed name